

**New Jersey Department of Health  
Vaccine Preventable Disease Program  
Annual Immunization Status Report (IMM-7) FAQs  
November 2014**

**What is an IMM-7?**

IMM-7 is the Annual Immunization Status Report that assesses the immunization status of students in licensed preschool, child care, and schools (both public and nonpublic)

**Who needs to fill out the IMM-7?**

All New Jersey schools (licensed child care facilities and preschool through high school) must complete the IMM-7 report in it's entirety. Summer camps, after-school programs, and sick child care need not fill out the report.

**When is the IMM-7 due?**

The Annual Immunization Status Report is due on February 1<sup>st</sup> of the respective academic year. Any school or child care center that does not submit the required report by the deadline date will be considered delinquent. Delinquencies may be referred to the New Jersey State Department of Education, the New Jersey Department of Children and Families, and/or the local health department.

**Who is included in the IMM-7?**

The IMM-7 must contain information on all children in licensed preschool and child care facilities, all kindergarten students, new school entrants in Grade 1, all Grade 6 students, and transfer students. Please note the following:

- New entrants in Grade 1 are defined as all children first entering a New Jersey school at the Grade 1 level who did not attend a kindergarten class in New Jersey
- Transfer students only include students who are transferring from out-of-state or out-of-country. Do not include those pupils transferring within New Jersey in this category. Only transfer students entering grades 2-5 and grade 7 and above should be included in the transfer row, as all other grades are already accounted for.

**What is the reporting time frame for the IMM-7?**

The reporting time frame on students' immunization status is from September 1<sup>st</sup> through December 31<sup>st</sup> of the respective academic year. This will ensure that all schools are consistent in providing data for the same time frame. Additionally, it will allow the State to capture the flu vaccine data, which is a requirement for children six through 59 months of age attending a childcare and/or preschool facility. **Submissions must be received between January 1<sup>st</sup> and February 1<sup>st</sup>. For your convenience an annual immunization status report worksheet will be available prior to the opening of the report at the following website:**

**<http://nj.gov/health/cd/imm7/annualstatusrpt.shtml> . Please consider completing the worksheet, so that you can easily transfer the information once the report is available.**

**NOTE:** You will not be able to submit the report on-line prior to January 1<sup>st</sup> or after February 1<sup>st</sup>.

The intent of this report is to capture a snapshot (within the time period specified above) of the immunization status, (including the preschool/childcare influenza vaccine requirement) of current students enrolled in licensed preschool, child care, and schools.

### **How to fill out and submit the IMM-7?**

The IMM-7 report can be accessed and submitted on-line at <http://nj.gov/health/cd/imm7/annualstatusrpt.shtml> . If a school does not have internet access, the internet can usually be accessed at local public libraries and/or municipal locations. Schools that are unable to submit the IMM-7 or the requested influenza requirement implementation survey on-line should contact the Vaccine Preventable Disease Program (VPDP) at (609) 826-4861.

All schools are required to complete the entire top half of the IMM-7, even if no pupils fall into the grades or category of students that are reported. Place numbers in the appropriate boxes in the report table on the lower of the IMM-7. Do not perform any mathematical calculations (summing columns or rows). Please note that municipality code is an optional field, therefore if you do not know your code you can skip that section and continue to fill out the rest of the form and submit.

### **What tools can I use to assess if students are in compliance with New Jersey's Immunization requirements?**

NJ has several new guidance documents available on the Vaccine Preventable Disease Program's website, which is accessible at: <http://nj.gov/health/cd/imm.shtml>. Please refer to the Vaccination Requirements and Guidance section.

### **Where can I find my School Identification Number?**

The School Identification Number is located in the upper right hand corner (i.e. ABC-12) on the cover letter and all enclosed documents.

### **How do I correct an error after submission of the status report?**

The (IMM-7) may be submitted as many times up until the due date of February 1<sup>st</sup>. Your most recent submission will be used as the final version for analysis.

### **Should I wait to submit the IMM-7 until the Local Health Department comes out to audit?**

The IMM-7 is independent from the Local Health Department School Audit. It is the responsibility of the school nurse or director in charge to assess if students are in compliance with New Jersey's immunization requirements. This self-survey will provide a snapshot of the immunization status of students attending school from September through December of the respective academic year.